

0510.10 Requisition Review and Approval

Issued January 6, 1997

SUBJECT: Requisition Review and Approval.

APPLICATIONS: Executive Branch Departments and Sub-units.

PURPOSE: To provide a centralized review and approval process for equipment/services related to printing, copying (excluding contract copiers), composing, mailing, addressing, inserting/labeling, record keeping, (including microfilming, paper filing, optical disk imaging) motor vehicles, insurance, employee health management, recycling, records destruction equipment, surplus/salvage disposal, auctioneering, warehousing/storage, and/or systems designed to provide these services.

CONTACT AGENCY: Department of Management and Budget (DMB)
Office of Support Services (OSS)
Director

TELEPHONE: 517/335-1988

FAX: 517/335-4421

SUMMARY: Review and approval is necessary to insure that proper equipment and systems are being purchased, to prevent duplication of existing equipment and services and to maximize State program efficiencies.

APPLICABLE FORMS: MAIN/ADPICS Requisition

PROCEDURES:

Agency:

- Completes the requisition in MAIN and provides justification in note pad.

OSS:

- Review Main/ADPICS Requisition for approval or rejection within 10 working days.
- Departments using the Quick Purchase Program may submit their requests to the Office Services Division prior to the placement of an order.

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Procedure 0510.10